



CITY OF SHREVEPORT

2023 Notice of Funding Availability (NOFA)

Community Development Block Grant (CDBG)

Public Facilities



CITY OF SHREVEPORT
Department of Community
2023 Notice of Funding Availability (NOFA)
Community Development Block Grant (CDBG)
Public Facilities and Improvements/Capital Projects
CFDA Number: 14.218
Federal Award Number:

DEPARTMENT: Community Development
ACTION: Notice of Funding Availability (NOFA) Guidelines
DATE ISSUED: **May 2, 2023**
ORIGINAL DEADLINE: **Monday, June 5, 2023**
EXTENDED DEADLINE: **MONDAY, JUNE 12, 2023 by 4:30 p.m.**

INTRODUCTION:

The City of Shreveport (“City”), through its Department of Community Development, is currently accepting public facility and improvements proposals targeted toward blight elimination for funding consideration under the Community Development Block Grant Program (CDBG). These funds are allocated by the United States Department of Housing and Urban Development (HUD). The CDBG program is authorized by the Housing and Community Development (HCD) Act of 1974. Regulations governing this program can be found at 24 CFR 570.

Eligible applicants for funding under this program include governmental agencies, housing authorities, and nonprofit entities.

ALL PUBLIC FACILITY PROJECTS MUST BE LOCATED IN ONE OF THE 19 CDBG TARGETED NEIGHBORHOODS. A MAP OF THE TARGETED NEIGHBORHOODS IS ATTACHED.

The City reserves the right to utilize other funding sources to fund your project, if it is deemed feasible. The funding amount, terms and conditions of assistance provided will vary depending

upon the needs outlined in each proposal and the availability of funding.

THE CONSOLIDATED PLAN

The City will only consider funding projects which are consistent with the Consolidated Strategy Plan (CSP). The CSP is a five-year planning document required by HUD that determines priorities, establishes strategic goals, and allocates resources through an Annual Action Plan for various projects and initiatives. The CSP is located on the City of Shreveport – Department of Community Development’s (Administration tab) website at: www.shreveportla.gov.

CDBG NATIONAL OBJECTIVE REQUIREMENTS:

Federal regulations require that ALL CDBG- assisted activities meet one of the three (3) national objectives:

1. Benefit low-and -moderate-income persons LMI). The criteria for how an area may be considered to benefit LMI persons is divided into the following four (4) subcategories:
 - a. Area benefit activities (19 targeted neighborhoods) that benefit all residents in a particular area where at least 51 percent of the residents are LMI persons.
 - b. Limited clientele activities which provides benefits to a specific group or persons without regard to the area in which they reside;
 - c. Housing activities (INELIGIBLE UNDER THIS NOFA); or
 - d. Job creation or retention activities which are designed to create or retain permanent jobs, at least 51 percent of which will be made available or held by LMI persons (limited to facilities only)
2. Aiding in the prevention or elimination of slums or blight, or
3. Addressing a community development need that threatens the health and welfare of the community which has a particular urgency and for which other financial resources are not available.

Criteria for meeting a national objective are found at 24 CFR 570.208 of the CDBG regulations.

SUBMISSION REQUIREMENTS

DATES: The City of Shreveport, Department of Community Development, must be in receipt of the proposal complete with all attachments, on or before **MONDAY, JUNE 12, 2023, by 4:30 p.m.**

Applications that arrive after the deadline will not be accepted.
Diskettes and facsimiles will not be accepted.

**SUBMISSION
OPTIONS:**

OPTION 1- ELECTRONIC SUBMISSION: Applicants may send one (1) complete electronic copy (PDF format only) of their submission via email to the Department of Community Development (cdproposals@shreveportla.gov), with a subject line entitled:

2023 CDBG NOFA – Public Facilities

Original proposal documents should be retained, as they may be requested following submission.

APPLICANTS SUBMITTED OUTSIDE OF THIS DEDICATED EMAIL ADDRESS WILL NOT BE CONSIDERED.

OPTION 2- ORIGINAL SUBMISSION: Three (3) copies of submission and all attachments may be hand delivered to the attention of Ms. Bonnie Moore, Director, Department of Community Development, 300 Douglas Street, Shreveport, LA 71101 (Millennium Studios) or mailed to Post Office Box 31109, Shreveport, LA 71130, also to the attention of Ms. Bonnie Moore.

***Hand-delivered application must be date stamped by receptionist.**

APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX).

WORKSHOP:

An informational workshop will be held at a location, date and time to be determined and will be posted on the City of Shreveport's Department of Community Development's website. Interested organizations are strongly encouraged to participate in the workshop. The workshop is not mandatory, but applicants will be held responsible for all information presented.

AMENDMENTS:

If it becomes necessary to revise any part of the NOFA, all amendments will be provided in writing to all applicants. Requests for additional information related to this NOFA must be made in writing and directed to Thea Scott, Bureau Chief of Administration at thea.scott@shreveportla.gov. This will allow issuance of any necessary amendment to the NOFA.

FORMAT:

All applications must be completed using the forms supplied with this NOFA. **Any application not following the prescribed format may not be considered for funding.** The City of Shreveport reserves the right to request additional information pursuant to this application.

DISCLAIMER:

All proposals submitted become the property of the City of Shreveport. By submittal of a proposal, acknowledges that all proposals may be considered public records in accordance with the Public Records Law of the State of Louisiana. Subject to award of this contract, all or part of any submittal may be released to any person or firm who may request it. Therefore,

Respondents shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge. Any information considered proprietary should be indicated as such or not included in the response.

Submission of a proposal does not commit the City of Shreveport to award a contract or to pay for any costs incurred in the preparation of a proposal. The City has the right to extend the submission deadline should such an extension be in the interest of the city. Proposers have the right to revise their proposals in the event the deadline is extended. The City of Shreveport reserves the right to reject any proposal. Applications received after Monday, June 12, 2023 by 4:30pm will not be accepted.

MANDATORY REQUIREMENTS

A. Eligible Applicants

The applicant must be a governmental entity, housing authority or a nonprofit organization established by the IRS as a 501(c)3 organization. The agency must be in existence for at least one year and have at least one year of demonstrated experience providing a similar service.

B. Low-to-moderate Income Household

Your project must benefit low to moderate income persons. The term “low and moderate income” shall be defined as at or below 80% of the median income adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended. Low- and moderate-income household means a household having an income equal to or less than the Section 8 low-income limit established by HUD.

2022 HUD Income Guidelines

These limits are subject to change. HUD plans on releasing FY 2023 median family income estimates and income limits on or about May 15, 2023. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new guidelines become available.

Family Size	Very Low (50%)	Low (80%)
1	\$22,950.00	\$36,700.00
2	\$26,200.00	\$41,950.00
3	\$29,500.00	\$47,200.00
4	\$32,750.00	\$52,400.00
5	\$35,400.00	\$56,600.00
6	\$38,000.00	\$60,800.00
7	\$40,650.00	\$65,000.00

C. Blight Elimination Objective

Area Basis - Targeted Neighborhoods

Your project will qualify under area benefit if it is located in one of the City's nineteen (19) CDBG targeted neighborhoods identified in the 2019-2023 Consolidated Strategy Plan or have a project located within an approved revitalization plan area (please provide documentation).

The target areas are: *Queensborough, Ledbetter Heights, Martin Luther King, Allendale, Lakeside, Ingleside, Mooretown, Stoner Hill, Cedar Grove, Greenwood Acres, Hollywood, Reisor, Solo Hood, Waterside, Caddo Heights, Werner Park, Sunset Acres, Cherokee Park, and Highland.* (Maps of "Targeted Neighborhoods-Shreveport, Louisiana" are attached to this proposal).

Spot Blight

Your project may qualify by proposing to address the elimination of blight or deterioration of areas outside of the targeted neighborhoods on the premise that the proposed project serves to prevent the spread of blight or deterioration to adjacent properties or areas. The proposed activities must be designed to eliminate specific conditions of blight or decay not located in a designated slum or blighted area.

D. Cost Elements

All costs for the project shall be aligned with the Office of Management and Budget (OMB) Cost Principles located 24 CFR Part 200. The cost must be allowable, allocable, necessary, and reasonable.

E. Match Requirements

Match is the applicant's permanent contribution to the project. A cash match may be private cash, grants or loan funds other than CDBG. Cash or cash equivalent may include but is not limited to land, buildings, improvements, donated materials, or professional services. A twenty-five (25%) percent match of the amount of CDBG awarded funding must be cash or cash equivalent.

F. Site Control

Upon submission of your application, you must own the property; have an option to purchase, or a long-term lease (approved by the City). Supporting documentation as proof of site control is required to be submitted with your application. If a proposal does not meet the required site requirements, your proposal will not be reviewed.

G. Certified Contractors

- (i) All contractors and sub-contractors must be licensed under Louisiana Revised Statute 37:2150, et seq.
- (ii). Bonds are required and must be obtained from guarantee or surety companies acceptable

to the U.S. Government and the City of Shreveport, authorized to do business in the state of Louisiana. Individual sureties will not be considered.

- (iii). Contractors must give a brief description of any lawsuits or criminal proceedings or criminal investigations involving the firm or any professionals in the firm who may be involved in providing the services.
- (iv). The applicant, contractor or any of its sub-contractors must not be debarred or suspended from participating in federal programs, have any outstanding federal debt or any unresolved Civil Rights matters. A list of suspended or debarred parties can be viewed via the internet at: <https://sam.gov/content/exclusions>

H. Compliance Period

A Compliance Period shall mean the period of time for which a facility or project must adhere to and comply with all applicable federal regulations governing the CDBG program. For the purposes of this NOFA, all projects funded under the CDBG program must adhere to the following periods of compliance:

Amount Funded	Minimum Compliance Period
\$10,000-49,999	5 Years
\$50,000-299,999	10 Years
\$300,000+	15 Years

I. Clearly defined performance measures and milestones

Project performance measures should describe what outcome-based performance measures the applicant proposes that the City utilize to evaluate and ensure that the project is meeting its stated objectives and goals. Applicants should develop and describe processes, criteria and milestones to assist the City determining how the project is performing in meeting its established needs and goals. In conjunction with the project timeline, each project narrative must contain clear and concise milestones and project performance measures.

J. Insurance

- a. During the term of the contract, evidence of all appropriate and applicable insurance coverage carried by the firm, including policy coverage periods will be required. Offerors shall furnish the City of Shreveport with certificates of insurance showing that the following insurance is in force and will insure all operations under this NOFA. Such insurance, at a minimum, must include the following coverages and limits of liability.
 - (i) **Commercial General Liability Insurance** in an amount not less than a combined single limit of \$1,000,000 per occurrence and \$1,000,000 annual aggregate. **This policy must be endorsed to name the City as an additional insured.** It is the intent of the City that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2 Million otherwise **Subrecipient** must provide a \$1,000,000 per project aggregate applicable for the project specified in this agreement.

- (ii) **Commercial Auto Liability Insurance**, including hired, rented or non-owned automobiles, in an amount not less than \$500,000 combined single limit **This policy must be endorsed to name the City as an additional insured.**
- (iii) **Workers' Compensation Insurance** as required by the laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000. This policy shall contain an Other States Coverage Endorsement. When required by the City, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers' Compensation Act and Maritime Coverage. The certificate of insurance required by section C, below, must have the following statement shown in the remark section: This policy for workers' compensation protects all members of the insured organization, including an employer a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.
- b. Subrecipient and all of its insurers shall, in regard to the above stated insurance, **waive all right of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.**
- c. All coverage provided for in Subsection a. shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an A. M. Best Company rating of **B+VII** or better. This rating requirement will be waived for the workers' Compensation coverage only.
- d. The City reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter. Failure to provide adequate evidence of insurance or failure to maintain the insurance as required by this paragraph shall be grounds for terminating this Contract at the option of the City.
- e. Proof that such insurance coverage exists shall be furnished to the City by means of Certificate of Insurance form provided by the City **The said Certificate shall name the City as an additional insured as indicated in subsection a. and include a provision that in case of cancellation or any material change in the coverage stated above the City shall be notified thirty (30) days prior to such change or cancellation.**

ELIGIBLE ACTIVITIES UNDER THIS NOTICE OF FUNDING

For the purposes of this NOFA eligible properties shall include:

- Any vacant property that is considered blighted. Blight shall refer to conditions that are hazardous to the health, safety or welfare of the public and/or conditions that are detrimental to property values, economic stability or to the quality of the environment.
- Conditions of blight may include but are not limited to dilapidated structures, condemned properties and/or any other condition which is hazardous to public health, safety or welfare.

For the purposes of this NOFA, eligible public facilities shall include:

- Homeless shelters, centers for seniors, persons with disabilities, youth, community, workforce development centers, childcare facilities, healthcare centers; historic preservation properties; neighborhood parks, or any other facility that is either designed and dedicated to use by the public generally.

For the purposes of this NOFA eligible activities shall include:

1. STABILIZATION

- a. Stabilization of a residential or commercial property identified for a future use as a public facility (non-housing). Eligible stabilization costs may include, exterior or interior repairs need to protect a public facility against future deterioration and meet local property standards requirements.

2. ACQUISITION

- a. Acquisition of real property for any public purpose.
- b. Acquisition by a private for-profit entity is ineligible.
- c. All acquisitions of property must also meet a CDBG national objective as identified above to be considered an eligible activity.
- d. Costs associated with exterior security materials to deter trespassing and vandalism including but not limited to the addition of security lighting and cameras in conjunction with property acquired hereunder shall be considered to be an eligible activity.

3. IMPROVEMENT AND REHABILITATION OF PUBLIC AND COMMUNITY FACILITIES

- a. Improvement or rehabilitation of community public facilities benefiting low- and moderate-income individuals and families.
- b. Improvements of community and public facilities may include but are not limited to, security lighting, cameras in conjunction with rehabilitation of a public facility, energy efficiency improvements, handicapped accessibility improvements, playground and park rehabilitation and improvements, crosswalks, architectural design features and improvements aimed at improving aesthetic quality (e.g., fountains, sculptures, neighborhood entry signage, etc.), other improvements that have a significant public benefit.

HOUSING PROJECTS, DEMOLITION PROJECTS AND REQUESTS FOR FACILITY OPERATING COSTS WILL NOT BE ELIGIBLE FOR CONSIDERATION UNDER THIS NOFA.

GENERAL REQUIREMENTS

The following regulations apply to all proposals under the CDBG program and should be considered in the preparation of your application.

A. Affirmative Marketing Strategies

The City requires all applicants to certify that they will comply with all local, state and federal affirmative marketing requirements.

B. Labor Standards

Davis-Bacon and Related Acts (40. U.S.C. 276(a)-276(a)-7) The Davis-Bacon Act (DBA), enacted by the United States Congress, covers contracts that are directly federally funded. Davis-Bacon requires that employees working under a construction contract of \$2,000 or more receive no less than the prevailing wages being paid for similar work in a given location.

Prior to the solicitation of proposals for any construction work, the applicant must notify the City of the pending solicitation and shall provide the City with sufficient information to enable the City to obtain an appropriate Wage Rate Determination from the federal government. The applicant must cause all contracts and/or subcontracts for construction to include required compliance with all applicable federal provisions, including the wage determination issued specific to this application.

C. Conflict of Interest

No employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG-assisted project who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities, can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, services, and awarding and administering sub-recipient contracts.

Applicants are also responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code (La. R.S. 42:1101, *et seq.*) if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

D. Civil Rights Compliance

The Applicant agrees to comply with Titles VI and VII of the Civil Rights Act of 1964 as amended, and Title VIII of the Civil Rights Act of 1968 as amended; Section 104 (B) and Section 109 of Title I of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the

Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

E. Minority and Women-Owned Enterprises

The application will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of the activities proposed under this application. The term “minority and women-owned business enterprise” means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, “minority group members are African Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian Americans and American Indians.

F. Employment Restrictions/Prohibited Activity

Where employees of the Applicant are engaged in activities not covered under the Occupational Safety and Health Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participant’s health or safety.

The applicant is prohibited from using funds provided herein or personnel employed in the administration of the program for political activities, sectarian, or religious activities, lobbying, political patronage, and nepotism activities. No employee, officer or agent of the City of Shreveport, or the applicant shall participate directly or indirectly in the award of any contract if a conflict, real or apparent, would be involved.

G. OSHA

The applicant agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794) which prohibits discrimination against the handicapped in any federally assisted program.

H. Section 504

The applicant must ensure that no otherwise qualified individual with a disability, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity under this program.

I. Equal Employment Opportunity

In all hiring or employment made possible by or resulting from this application, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, age or veteran status; and (2) where applicable, affirmative action will be taken to ensure that applicant's employees are treated fairly during employment without regard to race, color, religion, sex, national origin, handicap, age, or veteran status.

J. Relocation

If applicable, the applicant will take all reasonable steps to minimize the displacement of persons. If the applicant has a project that involves relocation, the cost of relocation must be a part of the project, and the applicant must submit a relocation plan to the City.

A displaced person must be provided relocation assistance at the levels described in, and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and 49 CFR Part 24.

K. Indemnification

The City, its officers, agents, and employees will be held harmless from liability from any claims, damages, and actions of any nature due to actions of applicants, provided that such liability is not attributable to negligence of the City.

The applicant warrants that any service provided to the City as a result of this NOFA complies with all specifications and other terms and conditions set forth herein, and further warrants and guarantees that said services will be performed in accordance with the defined standard of performance and other terms and conditions as herein specified, in addition to any and all remedies provided and further warrants and guarantees.

L. Licenses, Permits, and Compliance

During the term of the contract, the applicant will be responsible for obtaining and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections, and related fees for each. It will be the applicant's responsibility to comply with all codes, rules, ordinances, regulations, tariffs, and industry standards.

M. Environmental

The applicant shall determine the level of clearance required for all projects in accordance with 24 CFR Part 50 and 58. The applicant shall also conduct the environmental reviews and clearances for all program activities in conjunction with all eligible properties.

N. Asbestos Testing

An asbestos survey will be required on all renovation projects to determine the presence of asbestos. The applicant should include the cost of the survey and provide for contingency funds for remediation if asbestos is present. The survey will visually review all suspect asbestos containing materials associated with the building's interior and will collect samples for laboratory analysis prior to the Public Facilities renovation project. The survey will identify whether asbestos containing materials were found and what Classification.

O. Architectural Barriers Act

Requires that all non-residential structures and public facilities constructed, renovated or rehabilitated with federal funds be accessible to the physically disabled.

P. Section 3

The parties to this application agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u(section 3). The purpose of Section 3 is to ensure that employment and

other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly person who are recipients of HUD assistance for housing.

Q. Site Visits

The City of Shreveport reserves the right to visit and inspect the proposed activity site prior to the issuance of any notice of award to satisfy themselves as to all conditions that may affect the performance of the project or proposed activity.

PROJECT SUMMARY/COVER SHEET

Name of Project _____

Amount Requested \$ _____ (MINIMUM REQUEST: \$50,000)

Amount of Matching Funds \$ _____

Project Description: _____

Project Address: _____

Legal Name of Agency: _____

Address: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Email Address: _____

Tax Identification year of 501c(3): _____ Tax I.D. Number: _____

*UEI Number: _____ E-Mail Address: _____

BY MY SIGNATURE BELOW, I CERTIFY THAT (1) I am authorized to submit this request on behalf of the named organization; **(2)** The information provided herein is true and correct; **(3)** Any funds approved under this re-certification shall be used solely in accordance with the uses described herein; and **(4)** The misrepresentation or intentional omission of information that leads to the improper allocation and expenditure of public funds may result in legal action against the organization for retrieval of any such funds and appropriate penalties.

SIGNATURE OF AUTHORIZED REPRESENTATIVE **DATE**

PRINTED NAME **TITLE**

** NOTE – The Federal government stopped using DUNS numbers on April 4, 2022 which was replaced by the Unique Entity Identifier (UEI) Number. UEI numbers are required for all organizations receiving or applying to receive federal funds and can be obtained from www.sam.gov*

For Internal Use:		
Approved or denied _____	Awarded funds \$ _____	Contract award date _____

THE FOLLOWING STEP-BY-STEP GUIDE IS PROVIDED TO HELP APPLICANTS COMPLETE THE PUBLIC FACILITIES PROPOSAL FORM. ALL INFORMATION REQUESTED BELOW MUST BE SUBMITTED.

II. PROPOSAL OUTLINE

Proposal Format

Your application must be formatted as outlined below. **Proposals that are not submitted in the following format may not be reviewed.**

1. Handwritten applications will not be reviewed.
2. All sections and narrative questions must be labeled in accordance with the application guidelines.
3. The checklist provided must be completed and submitted with the application.
4. Required and supporting documents and attachments must be labeled.
5. In addition to full completion of all proposal sections, all required attachments must be included at the time of submission.

PROPOSAL SECTIONS

A. Project Narrative

1. Provide a summary of your request for funding including a narrative of your proposed project or activity (limit to three (3) pages).
2. Describe how your project meets one of HUD's national objectives as well as the goals and objectives of the Consolidated Strategy Plan.
3. Provide a detailed description of how your proposed activity or project will address a community need that you have identified and how this project will provide an overall community benefit.
4. Describe how your project is unique to the City of Shreveport.

Provide explanation of whether this proposed activity or project is new or the continuation of an existing activity or project.

B. Project Performance Measures

1. Describe how you will measure the success of the project, including the positive outcomes and accomplishments you intend to achieve.
2. Describe the process you will use to track beneficiaries' data including income and demographics.
3. Provide a brief description of the client target population to be served by the project, the total number of people to be served and a brief description of the potential beneficiaries' age, ethnicity, gender and any other relevant characteristics.

C. Site/Project Feasibility

1. Provide the site address and indicate the size of the project such as square footage, number of floors, acreage of the land, number of parking spaces, to be constructed, etc.
2. Describe whether you have site control and identify the location of the proposed project.
 - a. Attach documentation evidencing ownership of the property(s) such as warranty deed or current earnest money contract, or an Option Agreement to purchase such property(s).
 - b. If the project involves acquisition, an appraisal and proof of clear title must be submitted within 15 days after a notice of award of funding. Appraisals should include the estimated sales price and must indicate that the value of the project is at least equal to or greater than the amount being requested under this NOFA.
3. Provide clearly labeled photos of the project site and surrounding area.
4. Disclose any known environmental problems (e.g., contaminants, asbestos, lead, etc.) and/or potential land use issues.
5. Describe the Agency's commitment to provide operational support for the facility or the next five (5) years without the use of additional City awarded CDBG public facility funding.

D. Project Readiness

1. Provide a detailed project schedule and timeline including start, completion and other significant dates. This schedule must demonstrate the ability to adhere to the following timeline and milestones where applicable depending on project type.
 - All contracts must be executed by the awardee no later than **thirty (30) days** after the grant award.
 - All licenses, permits, and inspections should be in place at the time of submission of the application.
 - All project construction must begin **within forty-five (45) days** after the execution of the contract.
 - All acquisition activities must be completed **within thirty (30) days** after the execution of the contract.
 - Stabilization, improvement, and rehabilitation projects must be substantially complete as determined by the City **within six (6) months** of contract execution.
 - All eligible activities must be completed **within 12 months** of the grant award.
2. List any and all licenses and permits required to carry out this project and indicate whether the license has been approved or is pending.

3. Provide proof of proper zoning for the proposed project. Proposed property must be properly zoned at the time of application submission.

E. Applicant Capacity

1. Describe your organization's purpose, mission, and goals.
2. Describe the agency's qualifications and the extent to which you have the organizational resources necessary to successfully implement the proposed project activities in a timely and efficient manner.
3. Provide a personal profile of the key person(s) who will be assigned to and responsible for the day-to-day operation of the project and the grant funding. Key persons should include but are not limited to day-to-day program managers, consultants and contractors. The profile should identify/specific skills/experience relative to the project. If a person has not yet been hired, provide a job description with required qualifications.
4. Please provide a listing of recent projects and the year they were completed.
5. Provide a summary of the agency's accomplishments for the previous twelve (12) months.
6. If you were cited by the City of Shreveport as having a negative monitoring finding for which corrective action was required, include a copy of your response to the City outlining the steps to be taken to correct the finding(s), and describe the steps you have taken to date to correct said findings.
7. Describe your good faith efforts to secure participation from minority and or women owned businesses.

F. Financials

1. Provide a detailed breakdown of the total project budget, including major expense line items and costs in accordance with the sample provided on the following page. The budget should reflect how the requested CDBG funds will be applied toward the expenses as well as show the amount of matching funds that you will be using. Total project budget should equal the total of CDBG funds plus match.
2. Provide a sources and uses of funds statement that details how the project funds will be obtained and how they will be used.
3. Provide sufficient supporting documentation showing proof of match funding amounts including signed letters of commitment for each funding source. The individual signing all letters of commitment must identify their authority to commit the resources necessary to provide funding to your organization.
4. Please provide a copy of a 2022 year-end financial statement and most recent financial audit. Complete Financial Statements should include a statement of financial position,

statement of activities, cash flow statement of changes in net assets and notes to financial statements.

5. All sub grantees receiving over \$25,000 must have a certified bookkeeper doing its financial management. If applicable, please describe your organization's accounting protocols and procedures.

This section is pursuant to the Single Audit Act of 1984 and the Single Audit Act amendment. It sets forth standards for obtaining consistency and uniformity among organizations and agencies expending federal funds. The authority is issued under the authority of sections 503, 1111, and 7501 et seq. of title 31, United States Code and Executive Orders and 11541. Non-federal entities that expend \$750,000 or more of federal funds in a year shall have a single audit.

SAMPLE BUDGET APPEARS ON THE FOLLOWING PAGE.

PUBLIC FACILITY & IMPROVEMENT CAPITAL BUDGET

BUDGET CATEGORY	FY2023-24 CDBG FUNDS REQUEST	FY2023-24 MATCHING FUNDS	FY2023-24 TOTAL PROJECT BUDGET
CAPITAL COSTS			
Permits and Fees			
Architectural Design			
Engineering			
Acquisition (Land/Building)			
Other Soft Costs (Define)			
Rehabilitation			
Construction			
Contingency			
Environmental Review (If required)			
Appraisal			
Title Opinion			
Survey			
Contractor Cost			
Insurance/bonds			
Sitework			
Project Management			
TOTAL CAPITAL COSTS			

** The budget gives you the basic budget items for construction based on industry norm. Add and delete budget items that are not relevant to your project. All costs must be necessary and reasonable. The budget does not allow for personnel, administrative cost, services, operational cost, or development fees.*

III. SCORING CRITERIA
2023 CDBG PUBLIC FACILITIES - NOFA

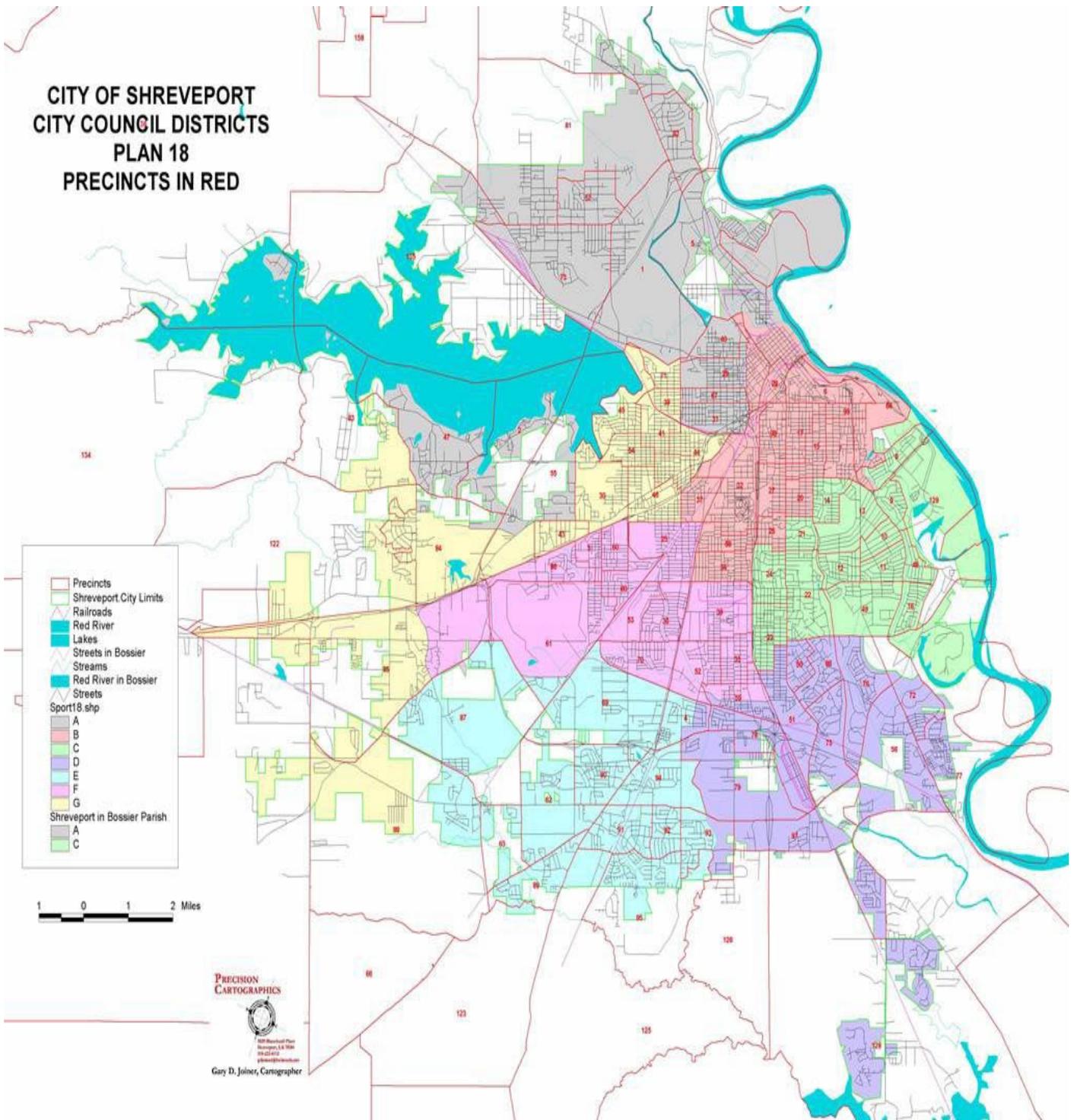
CATEGORY	POSSIBLE POINTS	SCORE
<i>Project Narrative (20 PTS.)</i>		
Project Narrative clearly describes the proposed project.	5	
Project clearly meets one of HUD’s national objectives as well as meet the goals and objectives of the Consolidated Strategy Plan.	5	
Project will clearly address a community need and provide an overall community benefit.	10	
<i>Project Performance Measures (10 PTS.)</i>		
Performance measures clearly and concisely identify the accomplishments and goals of the project and all beneficiary tracking procedures have been described.	5	
Target population and demographics is clearly described.	5	
<i>Site/Project Feasibility (15 PTS.)</i>		
Site location has been clearly identified and described through narrative and photos.	5	
Applicant possesses and has provided proof of site control.	5	
Applicant has demonstrated a commitment to provide operational support for the project now and in the future?	5	
<i>Project Readiness (15 PTS.)</i>		
Project is “shovel ready”. Applicant possess all required zoning, permits and licensure and has demonstrated the ability to perform the project within the grant period and has provided a clear and concise timeline which includes all applicable milestones.	15	
<i>Applicant Capacity (25 PTS.)</i>		
Applicant possess qualifications, expertise, personnel and resources to successfully complete the proposed project.	5	
Applicant has demonstrated a good faith effort to secure participation from minority and or women owned businesses	5	
Rating of accomplishments and previous projects of the applicant for the previous twelve (12) months.	5	
There have been no negative monitoring findings for the applicant by the City of Shreveport within the past three (3) years.	5	
<i>Financials (15 PTS.)</i>		
Applicant has provided a detailed breakdown of the total project budget including a showing of the amount and sources of any other funding to be used.	5	
Applicant has provided a favorable 2022 year-end financial statement, as well as a favorable recent financial audit?	5	
Applicant has provided supporting documentation evidencing adequate match funding for the project	5	
TOTAL		

IX. LIST OF REQUIRED ATTACHMENTS

NOTE: If submitting electronically, all original documents requiring notarization should be retained and submitted upon request by the City of Shreveport.

ATTACHMENT	NAME	
	Cover Sheet	A cover sheet should be included as page 1 for all proposals.
A	Vendor's Application (ONLY REQUIRED FOR NEW APPLICANTS)	These forms are attached below, but may also be found on the City of Shreveport's website (Purchasing Division) or by clicking here: shreveportla.gov
B	Authorization for Direct Deposit	
C	W-9 Form	
D	Affidavit of No Adjudicated Property	
E	Authorizing Resolution	Sample included below. <i>*Note: will remain in effect at all times until delivery of written revocation to the City of Shreveport.</i>
F	Certificate of Insurance	Sample included below.
G	Felony Conviction Affidavit	
H	Most Current Financial Statements or Audit	Not to exceed two (2) years old.
I	Proposed Project Budget	
J	Proof of Match Funding	The individual signing all letters of commitment must identify their authority to commit the resources necessary to provide funding to your organization.
K	Listing of Board of Directors and their affiliations	
L	List of Staff Members and Positions	
M	A copy of your current IRS tax exempt statement	Must evidence that you are not a private Foundation and should include an explanation of any changes to your IRS status.
N	Articles of Incorporation and Bylaws	
O	Evidence of Zoning Approval	
P	Evidence of all applicable licenses.	
Q	Site Photos	
R	Appraisal and Title Clearance	Must have been issued within the last 6 months. Must be provided within 15 days of contract execution.

**CITY OF SHREVEPORT
CITY COUNCIL DISTRICTS
PLAN 18
PRECINCTS IN RED**



- Precincts
- Shreveport City Limits
- Railroads
- Red River
- Lakes
- Streets in Bossier
- Streams
- Red River in Bossier
- Streets
- Sport18.shp
- A
- B
- C
- D
- E
- F
- G
- Shreveport in Bossier Parish
- A
- C

1 0 1 2 Miles

**PRECISION
CARTOGRAPHICS**

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 907-425-8172
 gjo@precisioncartographics.com
 Guy D. Joiner, Cartographer

